

Please submit resume via email [recruiting@cog-ps.com](mailto:recruiting@cog-ps.com) . Include a cover letter with any pertinent job specific information such as why you feel qualified for this position, salary requirements and when and how we may contact you. To be considered a Candidate, we must also receive an application, which can be found on our website, [www.cog-ps.com](http://www.cog-ps.com). *Reference the specific position applying for and the job location on subject line in all correspondence.*

**Date Posted**

November 4, 2013

**Resumes must be received by**

November 18, 2013

**Location**

Augusta, ME

**Job Type**

Part-Time

**Responsibilities and Duties**

- Coordinates and conducts evidence-based, developmentally-appropriate life skill and resilience-building education and youth development for school-aged dependents of Army National Guard members.
- Provides information, assistance, referral, and follow-up services regarding available resources that support National Guard children and youth (0-18 yrs. of age).
- Responsible for the training and coordination of Child and Youth Services for deployed personnel and their families during the deployment cycle and to ensure that families are educated, trained and supported regarding available resources, benefits and programs during each phase of the deployment cycle.
- Monitors the development and deliver training packages, briefings, and other training materials required to support the deployment process.
- Coordinates and provides briefings on the State Child & Youth Program and Child & Youth benefits and resources for Service members, Family members, and Youth as requested.
- Assists in planning, liaison, developing and delivering services available both within the Department of Defense structure (e.g. Army Community Services, Morale, Welfare and Recreation, DDR, etc.) and from collaborating with civilian organizations (e.g. Boys and Girls Club of America, 4-H/USDA Extension Service, etc.) and other national and local community organizations. Contacts may be gained from the State Family Program Director and Airman & Family Readiness Program Manager.
- Develops and maintains a directory of resources, agencies and organizations that are available to assist Military children and a library of curriculum resources that support Child & Youth Program requirements.
- Serves as the lead advisor to the state National Guard Youth Council and is responsible to appoint Youth to fill these positions, and submit recommendations to NGB for the Guard Teen Panel.

**Hours**

- Part-time, Mon – Fri, Day shift or AS needed to meet task objectives

**Salary**

- GS-9 *equivalent*, Step 1 Pay Rate for Local Area

## Requirements / Qualifications

- Two years of college and demonstrated work experience in a related field (i.e. Education, Youth Development, Reserve Component Family Programs or Child & Youth Programs, social sciences, human resources, or business/program management) is required.
- In the absence of secondary education, significant work experience in a related field is required.
- Military OR direct civilian experience in coordinating Family Programs/Child & Youth Programs in a military organization is required.
- Broad based knowledge, experience, and skills in the areas of military personnel and Family programs as well as an understanding of the ARNG. The contract employee must demonstrate a working knowledge of military well-being programs, Family programs, and the deployment support cycle requirements.
- Knowledge of professional early childhood education and youth development principles and practices impacting children and youth from K-12 necessary to plan and execute evidence-based outreach and support activities within the National Guard Child & Youth Program at the state/territory level.
- Knowledge of human growth and development, youth socialization, child and youth educational and recreational programs.
- Knowledge of National Guard Child & Youth program goals and objectives, and their linkage to DoD and Department of the Army Child, Youth and School Services program goals and objectives.
- Demonstrated ability to work effectively within the military structure and with outside agencies.
- State-level experience working within the National Guard Child and Youth program or Family program preferred.
- Computer literate and proficient in preparing Microsoft Word, Excel, and PowerPoint documents.
- Must have a current and valid driver's license.
- Must be a US Citizen
- Must pass required state and federal background investigations, with a minimum NACI clearance in accordance with DoDI 1402.5, FBI background and maintain favorable background checks as required.